

3 FAM 7250 ASSIGNMENTS, TRANSFERS, AND DETAILS

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3 FAM 7251.1 Authority

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Section 502 of the Foreign Service Act provides the authority for assignment and transfer of FSN employees. This authority is available to USAID and USIA, Commerce, and Agriculture under authority cited in 3 FAM 7112.1.

3 FAM 7251.2 Assignment to Classified Position

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

An FSN employee must be assigned to an established, classified position within the personnel complement ceiling of the agency.

3 FAM 7251.3 Transfers

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Transfers may be effected in accordance with employing agency procedures.

3 FAM 7251.4 Travel Incident to Transfer

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

For regulations governing the travel of FSN employees incident to transfer, see 6 FAM. (For USAID, see Handbook 2, Travel and Transportation.)

3 FAM 7252 DETAILS

3 FAM 7252.1 General Policy

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

FSN employees may be detailed to other:

(1) Jobs within the agency at the post or in the country;

(2) Agencies at the post or within the country; and

(3) Overseas locations within the same agency or to other agencies to meet temporary needs for specialized skills, to alleviate emergency staffing problems, and to give and receive on-the-job training.

(4) Such details are encouraged when the employee's temporary absence from the employee's regular position would not seriously affect operations. (FSN employees detailed to locations outside the country of employment are not considered as TCNs.)

(5) For regulations governing the travel of FSN employees incident to detail, see 6 FAM. (For USAID, see Handbook 2, Travel and Transportation.)

3 FAM 7252.2 Effect on Ceiling Complements

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Details of FSN employees have no effect on the FSN personnel ceiling of either the sending or receiving post. The employee continues to be charged to the duty station to which officially assigned.

3 FAM 7252.3 Approval of Details

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

a. The heads of overseas establishments concerned may approve details of FSN employees from one overseas establishment to another to alleviate emergency staffing problems or utilize specialized skills, except that, for USIA, detail of FSN employees outside the geographic area of assignment requires approval of the Agency headquarters. (See 3 FAM 7365 for approval of details for training purposes.)

b. For Commerce, all details of FSN employees, including details for training purposes, must be approved by US&FCS/OFSP in Washington.

3 FAM 7252.4 Arrangements for Details

(TL:PER-237; 1-1-95)

(Uniform State/USAID/USIA/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Overseas establishments involved in working out arrangements for details normally should observe the following guidelines:

(1) The sending overseas establishment must assure itself that an individual proposed for temporary duty is acceptable to the receiving overseas establishment. If the detail is outside the host country, the employee must be acceptable to the receiving country.

(2) FSN employees selected for detail should be sufficiently expert in their specialties to be able to provide meaningful assistance to the receiving overseas establishment, or if receiving training, be able to benefit from, and pass on to their co-workers, the benefits of training received.

(3) Normally, a detail should not exceed 90 calendar days.

(4) The receiving overseas establishment pays from funds currently allotted, the travel and expenses incident to the travel, including per diem in lieu of subsistence, for details to alleviate staffing problems or utilize specialized skills. To the extent possible, foreign currency is to be used. For details to an overseas establishment in another country, the per diem rates should be specified by the receiving post, not to exceed rates provided in the Standardized Regulations (Government Civilians, Foreign Areas), so that the travel authorization prepared by the parent overseas establishment may reflect the applicable rates. For details within the country, the locally established rates, if different from those specified in the Standardized Regulations, are normally paid.

(5) The sending overseas establishment assists employees in obtaining needed passports and visas.

(6) The sending overseas establishment, in cooperation with the receiving overseas establishment, determines how the employee may be affected by customs, income, and other tax requirements, and labor and related laws of the two countries, including, if required, the work permit at the temporary duty post.

(7) If the sending overseas establishment has a medical insurance plan, the employee to be detailed is made aware of any provisions in that plan which might provide lesser coverage for illness while the employee is away from post. The employee is also advised of other medical or hospitalization plans in which the employee may or should participate. See 3 FAH-2H, Chapter 3 for further guidance.

3 FAM 7253 THROUGH 7259 UNASSIGNED